

DTR FILE COPY

4 APR 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Inspector General's Survey of the Office
of Training

REFERENCE : (a) Memo dtd 13 Mar 68 to DTR frm DD/S,
same subj.
(b) Memo dtd 8 Mar 68 to DD/S frm Ex DirComp,
same subj.

In response to your memorandum of 13 March, and after careful consideration of the Inspector General's recommendations as well as the Executive Director's comments in reference (b), I recommend the following as your response to the Executive Director:

"1. In reviewing the Executive Director's clarifying memorandum of 8 March, I concur in principle with the Inspector General's Recommendation No. 5 concerning the need for periodic reviews of the Agency training effort. In compliance with the intent of the recommendation, and recognizing the responsibilities of an already over-burdened Agency Training Selection Board, I propose the following alternative to ensure that the Agency's total training effort is carefully monitored:

"a. Survey all Directorates to ascertain that the Office of Training has appropriate information on all training conducted within these Directorates. (Substance of an initial survey covering training objectives and specialized training is charted as an attachment.)

"b. Name an ad hoc working group of appropriate OTR personnel, the senior training officer of the Directorate concerned, and the training officer of the component concerned to examine each training program for suitability of objectives, substance, training methods employed, the source and qualifications of instructors, and the quality of the instruction.

"c. Request components to coordinate the concept and development of new courses with OTR and obtain approval of the Director of Training before implementation.

SECRET

Approved For Release 2001/03/30 : CIA-RDP78-06207A000200100003-2

"d. Name an ad hoc working group of OTR and component personnel, together with the senior training officer of the Directorate concerned, to conduct a yearly survey of each component's training effort.

"e. Require each component concerned to provide the Director of Training, with approval of the respective Deputy Director, a semi-annual report on its training activities to include:

- (1) Change in content or objectives of a given course.
- (2) An evaluation to determine whether the objectives of a course were met.
- (3) Number of course offerings and number of employees trained during the six-month period.
- (4) Costs of training.

"f. Submit a copy of each approved semi-annual report, cited in para 1(e) above, to the Executive Director-Comptroller.

"g. The above procedures have the advantage of a committee composed of officers in similar environments of actions and responsibilities examining the training efforts of the components, thus assuring a more profitable investment of time. The procedures also permit use of OTR's School and Staff chiefs and chief instructors who have experience in developing new programs, refining objectives, evaluating performance of students, applying instructional techniques and who have been exposed to new training technological developments. Findings of the working groups, with approval of the Deputy Directors concerned, thus will provide an umbrella review of the complete training effort.

/s/
John Richardson
John Richardson
Director of Training

All

25X1A

TR - [REDACTED] :hej

Distribution:

O&I - Adm
2 - DTR

Approved For Release 2001/03/30 : CIA-RDP78-06207A000200100003-2

1 - R/TR

~~SECRET~~

Approved For Release 2001/03/30 : CIA-RDP78-06207A000200100003-2

DIRECTORATE - Office of the Director		NUMBER OF RUNNINGS	NUMBER OF STUDENTS	LENGTH OF COURSE	CONTENT
OFFICE	COURSE TITLE				
Cable Secretariat	Cable Analysts Training	2 a year	5 a year	16 weeks	For Cable Analysts charged with dissemination of cables to appropriate Agency offices to qualify them to read, interpret, and analyze cables for proper dissemination.

Approved For Release 2001/03/30 : CIA-RDP78-06207A000200100003-2

~~SECRET~~

25X1A

Approved For Release 2001/03/30 : CIA-RDP78-06207A000200100003-2

Approved For Release 2001/03/30 : CIA-RDP78-06207A000200100003-2

Approved For Release 2001/03/30 : CIA-RDP78-06207A000200100003-2

DIRECTORATE - Intelligence		OFFICE	COURSE TITLE	NUMBER OF RUNNINGS	NUMBER OF STUDENTS	LENGTH OF COURSE	COMMENT
OFFICE	COURSE TITLE						
Office of Economic Research	Workshop in Quantitative Methods for Economic Intelligence				60 hours	20 weekly three-hour sessions, to provide selected analysts with the knowledge and tools required to apply quantitative methods to problems of Economic Intelligence -- first class began 20 March 1968 with nine attendees.	25X1A
National Photographic Interpretation Center	1. Basic Photogrammetry	4	15 - 20	12 weeks 12 hours a week	60 hours	66 Trainees during past year -- Contract with [REDACTED] for presentation- to provide a basic foundation in the fundamentals of photogrammetry including an introduction to the optics, mathematics, coordinate systems and orientations involved.	25X1A
	2. Advanced Photogrammetry	5	same	same	60 hours	74 Trainees during past year ---Contract with [REDACTED] for presentation - to provide an understanding of the characteristics of the different types of photography including the equations used in solving orientation, location and projection problems analytically and the least square adjustment of solutions.	25X1A
	3. Infrared Imagery Interpretation	10	16	80 hours	60 hours	160 Trainees during past year--Contract with [REDACTED] for presentations- familiarization with the principles, theory, and operation of infrared sensor systems and cameras and the fundamentals of infrared imagery interpretation.	25X1A
	4. Radar Interpretation	10	12	80 hours	60 hours	120 Trainees during past year--Contract with [REDACTED] for presentation-familiarization with the principles, theory, and operation of radar sensor systems and cameras and the fundamentals of radar imagery interpretation.	25X1A
	5. Photographic Interpretation	4	15	6 weeks full time	60 hours	60 Trainees during past year--to develop minimum capability in reading, interpreting, and exploiting system photography, and to acquaint the student with the major PI operations and the services and support elements of NPIC.	25X1A
	6. Reading Improvement	6	15	19-21	60 hours	113 Trainees during past year --a machine oriented course-the program is designed for the reader who needs to improve overall reading 1 1/2 hrs ea proficiency including speed, comprehension and flexibility.	25X1A

Approved For Release 2001/03/30 : CIA-RDP78-06207A000200100003-2

Approved For Release 2001/03/30 : CIA-RDP78-06207A000200100003-2

DIRECTORATE - Intelligence (cont)		NUMBER OF RUNNINGS	NUMBER OF STUDENTS	LENGTH OF COURSE	COMMENT
OFFICE	COURSE TITLE				
NPIC (cont)	7. FORTRAN IV	2	15	10 weeks 3½ hrs a day	38 Trainees during past year--to qualify trainees to work FORTRAN computer programs--the course teaches the fundamentals of programming in the FORTRAN compiler language for the UNIVAC 490.
	8. 494 Programming	2	10 - 15	5 weeks- 8 hours a day	26 Trainees during past year--provides fundamentals of 494 Programming--
	9. P.I. Report Writing Workshop	2	15	9-1 hour meetings	30 Trainees during past year--a refresher course covering basic processes, procedures and problems in report writing, production, and publication.
	10. Time Sharing	1	25	3 days	25 Trainees during past year--Contract with CEIR--to familiarize the student with the fast-moving developments in the emerging technology of time sharing, through which a central computer can be utilized simultaneously by many remote users.
	11. Defense Sensor Interpretation and Applications Training Program			12 wks	25X1C This is a special course under [REDACTED] contract. Handled as external training although contracted for by NPIC. The third course will run from 8 April to 21 June 1968. Imagery Analysis Service also participates in this.
STATSPEC	Editors Course				STATSPEC To prepare editors for headquarters and overseas assignments. This is a four phase program beginning with a study of the [REDACTED] mission, editorial process, on-the-job training, and a four week assignment to the [REDACTED] Wire Service.
	25X1A				STATSPEC 25X1A
	1. [REDACTED] Collector Course	Unscheduled		2 weeks	Orientation to [REDACTED] mission and methods of collection and reporting. 25X1A 25X1A
	2. Specialized Collector Courses	Unscheduled		1 week	A series of courses for the experienced collector-Substantive offices provide background on requirements-on-the-job refresher training is an [REDACTED] at both headquarters and field stations. Other on-the-job training is included for CTs assigned to [REDACTED] and upon assignment to a field station the CT is trained as a [REDACTED]

Approved For Release 2001/03/30 : CIA-RDP78-06207A000200100003-2

Approved For Release 2001/03/30 : CIA-RDP78-06207A000200100003-2

DIRECTORATE - Intelligence (cont)		NUMBER OF RUNNINGS	NUMBER OF STUDENTS	LENGTH OF COURSE	CONTENT
OFFICE	COURSE TITLE				
████████ (cont) 25X1A	2. Specialized Collector Courses (cont)				and a collector of foreign intelligence. New Clerical personnel are trained by the secretary of the respective Division or Staff Chief.
Office of Basic and Geographic Intelligence	Special Cartographic Training Course			6 - 8 weeks	This course is designed to prepare incoming personnel in OBGI for assignment to technical or research map and graphic production. Other than this, the training in OBGI can best be described as on-the-job training.

Approved For Release 2001/03/30 : CIA-RDP78-06207A000200100003-2

SECRET

Approved For Release 2001/03/30 : CIA-RDP78-06207A000200100003-2

DIRECTORATE - Science & Technology

OFFICE	COURSE TITLE	NUMBER OF RUNNINGS	NUMBER OF STUDENTS	LENGTH OF COURSE	CONTENT
Office of the Deputy Director of Science & Technology	Career Development Program	1	FY 67-13 FY 68-11	10 months 7 months	Objective: To provide selected DDS&T trainees with a comprehensive view of scientific and technical intelligence activities of the Agency and other elements of Government. OTR, NPIC, and other DDS&T components participate in the program.
Office of Computer Services	Computer Science Course	Not regularly scheduled	59 in 3 class sessions	12 weeks	Was 17 weeks, including DDS, DDI and DDP personnel. Objective: A four-part course designed to provide minimal preparation for an employee to readily assume information processing responsibilities. Presently in its fourth running with 19 students enrolled.
Office of ELINT	Orientation	Monthly - 1 hour Lectures	Varies	Undetermined	To acquaint new professional and technical personnel with the mission, functions and relationships of OEL.
Office of Scientific Intelligence	Orientation	As needed	As Required		A series of tours of related components to acquaint new professional and technical personnel with the mission, functions, and relationships of OSI.
Office of Research & Development	1. LINC-8 Utilization 2. Intro to Tools of Analysis 3. IBM 360/40 4. Processing Aspects of Magnetic Recording			5 Meetings 1 day	To introduce the LINC-8, computer organization, instruction, formats, etc. An orientation for potential users of the Hybrid computer. A contract course to introduce potential users to the IBM 360/40. A review of magnetic tape fundamentals.
FMSAC	Telemetry		3 - 5		A new course being offered for the first time conducted informally and includes classroom work in conjunction with on-the-job training. This is an effort to broaden the working horizons of FMSAC Specialists.

Approved For Release 2001/03/30 : CIA-RDP78-06207A000200100003-2

~~SECRET~~

Approved For Release 2001/03/30 : CIA-RDP78-06207A000200100003-2

OFFICE	COURSE TITLE	NUMBER OF MEETINGS	NUMBER OF STUDENTS	LENGTH OF COURSE	COMMENT
Security 25X1A	1. Physical Security Training Course	1 a year	8 - 16	4 weeks 25X1A	To enable the trainee to perform the functions of an overseas physical security officer. Upon completion the student will be able to conduct the [REDACTED] evaluate security weaknesses or hazards and recommend effectual remedial measures.
	2. Special Agents Training Course	As needed 0 - 3 a year	8 - 16	3-4 wks	To prepare trainees to conduct and report investigations and to provide operations support where needed. This is followed by on-the-job training.
	3. Security Officers Field Course	1 a year	8 - 16	1 week	This course is designed to supplement the Physical Security Training Course and Ops Fam Course to provide the overseas-bound security officer a fundamental understanding of security functions and responsibilities at a foreign installation.
	4. Polygraph Examinations	Unscheduled	No fixed number	5 weeks	To enable trainee to apply and use the polygraph in interrogations.
	5. Audio Countermeasures Fam	2 - 3	8 - 10	3 weeks	To familiarize the student with the equipment and techniques used by Technical Division personnel during a technical inspection.
	6. [REDACTED]	6 - 10	1 - 15	1 week 25X1A	[REDACTED]
Medical Services	1. Resuscitation	6		1 hour	Includes instruction in the pnoelator; an instrument for artificial respiration, also mouth-to-mouth resuscitation and external cardiac massage.
	2. First Aid	4		10 hours	Instruction in the care and handling of sick and injured personnel before professional medical attention can be obtained.
	3. Individual Medical Support	As needed		30 hours	No offering in CY 1967 - Provides employees with basic medical and surgical knowledge and skill to handle the sick and injured under isolated conditions.

Approved For Release 2001/03/30 : CIA-RDP78-06207A000200100003-2

SECRET

Approved For Release 2001/03/30 : CIA-RDP78-06207A000200100003-2

DIRECTORATE - Support (cont)		NUMBER OF WEEKS	NUMBER OF STUDENTS	LENGTH OF COURSE	COMMENT
OFFICE	COURSE TITLE				
Communications					The Office of Communications Catalog lists 46 courses covering three general categories of technical training. In FY 1967 the total enrollment in these courses was 758 which included 83 non-OC personnel and 8 non-Agency personnel. The OC Course Catalog contains all pertinent course details.
Logistics		As needed			The Office of Logistics has offered no formal training courses for several years. At one time Log offered a Log Orientation, a Log Support Course and a Printing Services Seminar. These are available as needed.
Personnel	Co-Op Program		See Comment		The Agency Co-Op Program is a plan wherein students combine periods of regular employment with alternate periods of study. Its primary objective is to encourage recruitment in certain areas of professional personnel shortages. Five Agency components representing each of the Directorates are participating in this program which on 1 April 1968 had 56 participants. A Summer Intern Program supplements the Co-Op Program and is designed to attract "a few outstanding graduate students concentrating in area and language studies and certain of the Sciences." Seven Agency components participate in this, although it will be June before Summer Interns will enter on duty.
	Special Retirement Seminars	2	No fixed number	5 2-hr Meetings	To provide constructive information to enable Agency employees to plan an organized retirement and to approach retirement confidently. One session has been held to date.
	Joint Military Reserve Training Program (JMRTP)		200-250	10 months 25X1A	Military Reservists meet regularly each Monday night, September through June for authoritative presentations on the theme of the year. The theme for 1967-68 was International Organizations; for 1968-69 the proposed theme is National Power. In addition approximately 400 Reservists completed a two-week Active Duty for Training Program. Of these, 125 fulfill this requirement by participating in JMRTP developed programs which in the past included Counterinsurgency (Basic, Advanced, and Intelligence). A new program, [REDACTED] has been developed to present during the

Approved For Release 2001/03/30 : CIA-RDP78-06207A000200100003-2

25X1A

Approved For Release 2001/03/30 : CIA-RDP78-06207A000200100003-2

Approved For Release 2001/03/30 : CIA-RDP78-06207A000200100003-2